



**Solicitation Information
January 10, 2014**

RFP# 7548396

Title: Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

Submission Deadline: Monday February 10, 2014 at 11:00 AM (Eastern Time))

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **1/24/2014 @ 4:00 pm (ET)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No
BOND REQUIRED: No

Thomas Bovis, Interdepartmental Project Manager

NOTE TO VENDORS:

**Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov
Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.**

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO VENDORS

A. INTRODUCTION

1. The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Administration / Division of Facilities Management is soliciting proposals from qualified firms to provide Engineering Services associated with the investigation and proposed upgrades to the Zambarano Hospital primary electrical service and switch gear including the Caterpillar generator, Pascoag, RI as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).
2. This is a request for proposals ("RFP"), not an invitation for bids. Vendor proposals for engineering design services will be evaluated on the basis of the relative merits of the proposal, with price/cost as one of several factors taken into consideration. There will be no public opening or reading of proposals received by the Division of Purchases, other than a public announcement identifying those vendors who submit proposals prior to the submission deadline set forth herein.
3. Potential vendors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
4. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
5. All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
6. Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
7. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
8. Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The official time clock is in the reception area of the Division of Purchases.

RFP# 7548396

Engineering Services: - Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

9. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-2040). This is a requirement only of the successful vendor(s). *This will be a requirement only of the successful bidder (s).*
10. Potential Vendors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
11. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirement, which should address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, please contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or by email at charles.newton@doa.ri.gov.
12. Vendors are instructed to monitor the Division of Purchases public website on a regular basis, as additional information relating to this solicitation may be released in the form of addenda to this RFP.
13. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - §28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmation action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
14. Subcontracts are permitted, provided that their use is clearly indicated in the potential vendor's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
15. All contractors and subcontractors will provide services in keeping with DOA and other pertinent state agency policies and procedures. All access to the facilities must be coordinated with the appropriate DOA Facilities staff or respective agency housed in the facility. In the fulfillment of this scope of work, the successful Engineering Firm will / may be required to hold preliminary meetings with all authorities having jurisdiction including, but not limited to the RI Building Code Commission. The successful firm will provide any and all engineering and design services required by code and consist with all AHJ's and regulatory authorities required.

16. Firm selected or any subcontractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

B. ARCHITECTURAL / ENGINEERING SERVICES

1. Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.
2. **A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.**
3. The Board of Design Professionals can be contacted as follows:
 - a. Board for Design Professionals
1511 Pontiac Avenue (Bldg. 68-2)
Cranston, RI 02920
Tel: 401-462-9530 Fax: 401-462-9532
Website: www.bdp.state.ri.us
4. The respondent's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

SECTION 2 – SCOPE OF WORK

This project will include documenting of the existing electrical distribution system including the main primary switchboard at the power plant, primary feeders to various buildings, oil switches feeding the secondary distribution transformers including the condition and age of the transformers and the Caterpillar generator in the power plant. Selected firm will provide recommendations and design for replacing the existing equipment and feeders indicated above. The design for replacement will be based on the recommendations presented to the owner and as accepted prior to the start of detailed design.

The existing main primary switchgear has exposed open bussing and is vintage early 1900's. The existing primary feeders which feed the oil switches to approximately seven buildings are old and in need of replacement. The system has out lived its expected life and requires upgrade.

- a) Evaluation of the existing system, load centers, breakers, switches, transformers, automatic transfer switches, generators, panel boards, in phase loss relays, in phase sync, under voltage relays, over voltage relays and time delay transfers, conditions and

RFP# 7548396

Engineering Services: - Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

components with regards to their suitability for either existing service or a proposed change in condition or service and produce an Existing Conditions Report with recommendations on what should be remediated.

- b) Create an Existing Detailed One Line Diagram of the building and emergency distribution system i.e. generator, breaker/breakers and transfer switch. Issue a report of the findings including any deficiencies.
- c) Identify any deficiencies in the existing generators, transfer switches and associated components.
- d) Preparation of plans for the replacement of selected system components or the addition of new system components. The design shall be stamped by a registered Professional engineer licensed in the State of Rhode Island.
- e) Preparation of Procurement documents such as Requests for Proposals, Request for Qualifications, Bidding Documents and Testing Procedures to ensure a complete Bid Package.
- f) The production of documents shall be in AutoCAD compatible with the State of Rhode Island's latest format. The Engineering Firm shall provide one (1) set of AutoCAD read / write discs and two (2) sets of plans.
- g) Provide a cost estimate for the proposed work broken down by each building and total project cost.
- h) Provide Construction Administration duties as needed and required for the execution for the work.
- i) Once the project is complete, provide a set of As-Built drawings and an electronic copy for the State of Rhode Island's records.

The project scope of work will include:

- Evaluate and provide recommendations for replacement of the existing distribution switchgear, oil switches, existing secondary transformers and primary feeders to existing buildings. Secondary feeders and distribution within the buildings will remain to feed the existing building distribution.
- After reviewing recommendations with the State, develop design documents for replacement of the switchgear, oil switches, and feeders based on the proposed solutions. Transformer replacement will be based on age and condition.
- Evaluate existing Caterpillar Generator at the power plant, transfer switch, connection, operation and conditions. Make recommendations for automatic switching and reliable long term backup operation for entire campus.

RFP# 7548396

Engineering Services: - Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

- Develop electronic drawings for indicating existing and new work.
- Submit plans for review by the State Inspectors before bidding.
- Assist in development of a switching procedure for the new switchgear and switches.

The proposed scope of services will include:

Existing Conditions /Demolition

- Perform a field investigation and meet with DOA-FM on-site.
- Provide a report with findings and recommendations.
- Prepare site and floor plans in AutoCAD format indicating existing and new work. It is our understanding that the existing drawings are not available in electronic format, but hard copies will be provided to us to assist in development of the CAD drawings.
- Prepare demolition plans indicating existing equipment to be removed and/or relocated.

Electrical design

- Perform sizing calculations for the new switchgear.
- Develop new layout for the distribution system.
- Indicate electrical system modifications for incorporating new work.
- Specify cables, connections, transformers and switches required to re-feed existing building electrical distribution systems.

The State of Rhode Island will provide the utility bills for the last twelve (12) months if available for the facility for load data.

SECTION 3: PROPOSAL SUBMISSION

Proposals must include the following information:

1. An R.I.V.I.P. generated bidder certification cover sheet (download from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page in **copy marked “Original” only**.
3. Responses will be evaluated in two parts, (Part 1) is the Technical Proposal and (Part 2) is a Professional Services Fee Proposal. Both proposals shall be submitted at the same time. All bidders must receive a minimum score of 55 (out of a possible 80 points) on the technical submission to be considered further
4. A Technical Proposal (Part 1) describing the background, qualifications, and experience with and for similar projects, as well as the work plan or approach proposed for this project.

RFP# 7548396

Engineering Services: - Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

5. Your Professional Services Fee Proposal (Part 2) must be in **a separate, sealed envelope** with the name of the project and your firm's name clearly identified on it.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD-ROM, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

3.1 PREVIOUS EXPERIENCE

The engineer shall have at least 5 years' experience in emergency power, primary power distribution and emergency generators and have worked on projects that have had favorable final completion. The engineer shall produce a minimum of three references from previous similar projects. The names and contact information shall be listed on the bid proposal document. The engineer shall outline previous clients that compare with the requirements attributed to facilitate a favorable outcome on the project.

3.2 TECHNICAL PROPOSAL

1. Part one will require a technical submission and will be evaluated on the following criteria (0-80 Points).
 - a. Competence to perform the desired services by virtue of the experience of the firm, project principals, consultants and partners in providing similar services, and the qualifications and experience of the staff who will be assigned to perform the services.
 - b. Ability to perform the services expeditiously, as stated in the project plan reflecting current workload and the availability of an adequate number of personnel.
 - c. Past performance, as reflected by the evaluation and references of clients for whom similar work has been performed, including but not limited to other State agencies. Ability to meet deadlines and control of costs.

2. Tentative Schedule Target Dates

Provide a tentative project schedule, identifying key benchmarks including at a minimum, the following:

Work Starts (purchase order received)
Schematic Design complete(maximum six (6) weeks from purchase order)
Cost Estimate One (one (1) week after schematic design)

RFP# 7548396

Engineering Services: - Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

Design Development Doc's 75% complete (max three (3) weeks from Schematics)
Cost Estimate Two (one (1) week after Design Development)
Bid Documents 100% complete (maximum two (2) weeks after Design Devolp)

3. Bidders to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and "Emergency Power / Generator Evaluation and Proposed Improvements"
 - a. RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855
 - b. NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases.

SECTION 4: EVALUATION CRITERIA

4.1 Part 1 Technical Proposal

A Technical Review Committee will review all Technical Proposal submissions. Vendors not receiving at least 55 points on the Technical Proposal shall not be considered further; all bidders receiving 55 points or greater shall have their Professional Services Fee Proposal opened. The Professional Services Fee Proposal must be in a **separate, sealed envelope** from the technical proposal. The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list a total fixed cost for the entire project. The total fixed cost will represent an additional 20 points for a possible total score of 100 points for the entire project.

- A. Narrative of the Experience of the Firm and Project Principals (0-40 Points):**

Describe the firm's general experience as well as its experience and qualifications in the design of generators and emergency power. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Evaluation Criteria: The Firm and Project Principals have experience with projects of a similar size, scope and use. (0-20 points). The Project Manager and each staff and/or consultant assigned to the project have experience with projects of a similar size, scope and use. (0-20 points).
- B. Project Plan (0-20 Points):**

This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. Evaluation Criteria: A clear project plan is presented along with deliverables and time lines (0-5points); The bidder analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Owner and end users (0-5 points) The plan is sensitive to budget and time constraints (0-5 points); The plan addresses relevant design and building issues (0-5 points)

C. Tentative Project Schedule (0-10 Points):

Ability to perform the services expeditiously, as stated in the project plan reflecting current workload and the availability of an adequate number of personnel.

D. References (0-10 Points):

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals will be contacted by members of the selection committee for further information. Evaluation Criteria: References are provided for projects of a similar size and scope and are directly related to generator design and electrical distribution. Evaluation will be scored on reference statement to timeliness of work, adherence to project budget, construction administration performance, etc.

4.2 Part 2 Professional Services Fee Proposal

A. As part of this RFP, firms are required to provide a fee proposal for all services as listed above including all deliverables described Emergency Power / Generator Evaluations and Proposed Improvements at Multiple State Buildings. **THIS SHALL BE A FIXED FEE BID (DOLLAR AMOUNT), which includes, as a separate line item, ALL reimbursable expenses.** Reimbursable expenses will not be paid separately and are to be included within the Lump Sum Bid. **ALL WORK INDICATED IN THE BID MUST BE INCLUDED IN THE LUMP SUM FIXED FEE.** The fee proposal shall be provided with the technical proposal in a separate, sealed envelope.

1. The State reserves the right to award on price alone.

2. Professional Services Fee Proposal- 20 Points

The bidder of the lowest opened Professional Services Fee Proposal will receive the full 20 points. The other opened Professional Services Fee Proposals will be allocated points prorated to its correlation to the low bid (e.g. a bid of twice the amount of the low bid will receive 10 points). Professional Fee proposal points are determined by the following

RFP# 7548396

Engineering Services: - Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

formula: x/n (y) = points awarded; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 20 points.

3. A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.
4. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor’s submission.

SECTION 5: GENERAL REQUIREMENTS FROM THE ENGINEER
(after bid is awarded)

5.1 BID DOCUMENTS

The engineer shall supply the detailed drawings (AutoCAD formatted in a version approved by owner) required for the proposed project. The drawings shall be utilized as a reference for the requirements for the new/existing generator system. The detailed drawing shall show a proposed location of all the system component(s) new and existing relative to the building floor plan(s). This drawing shall be to scale and accurate to alleviate any questions and or concerns by the equipment installer. The Engineer is responsible for existing conditions, and confirmation of the required quantities and final placement of the new devices and if required provide suitable options for the location of the same.

The engineer shall also provide a legend specific to all the devices showing all specifics and functionalities of all pertinent components.

5.2 CONSTRUCTION ADMINISTRATION AND OVERSIGHT

1. The engineer/designer shall assist DOA Facilities and State Purchasing with construction bid evaluation.
2. The engineer/designer shall respond to RFI’s.
3. The engineer/designer shall attend construction meetings.
4. The engineer/designer shall review and evaluate the construction contractor’s application for payment requests and confirm that payment request correlates to work completion status.

RFP# 7548396

Engineering Services: - Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

5. The engineer/designer shall prepare final “as built” record drawings from red-lined as-builts prepared by the contractor.

5.3 ADDITIONAL TERMS AND CONDITIONS

1. The successful firm shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The firm recommended for award will be notified by the Department of Administration. A contract, based on standard A.I.A. documents will be developed by the Rhode Island State Department of Administration/Division of Facilities Management and will incorporate a final work plan and schedule. The selected firm must agree to provide all deliverables by the dates established in the final work plan and schedule in the resulting contract.
2. The vendor must complete all tasks listed throughout this request within the time frame specified in the final work plan and schedule and in the resulting contract and, also:
 - a. Appoint a project manager who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the Owner. The vendor shall not change its designated representative during the performance of the services without prior written consent by the Rhode Island Department of Administration/Division of Facilities Management.
 - b. The firm must comply with all State and Federal statutory, regulatory and ANSI standards. The firm must cooperate and coordinate with other state agencies, contractors or entities, if necessary, to successfully complete this proposal. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
 - c. All project documents shall be submitted in hard copy and in electronic format.
 - d. Reimbursable Expenses are to be included in the Lump Sum Bid. .
 - e. Five percent (5%) retainage shall be held by the State until the satisfactory completion of the above referenced scope of work.
5. **Conflict of Interest** – The successful firm will attest that neither the firm, its employees nor its consultants shall enter into, any contract or business venture with any general contractor or trade sub-contractor who is chosen to work on this project.
6. **Project Construction Cost** – The engineer will produce a cost estimate for the project which in turn that State will use in securing the appropriate funds for the project. The engineer shall not be paid any additional compensation whatsoever in the event that it is necessary to revise in whole or part, any of the drawings or project manual(s) after receipt of bids that may be in excess of the funds available for the project. Such additional work

RFP# 7548396

Engineering Services: - Electrical Engineering Services Evaluation & Improvements to Primary Service and Emergency Power Zambarano Hospital

shall be at the engineer's sole expense.

7. **Cancellation for Convenience-** The State reserves the right to cancel for its convenience, and give seven days notice, any and all contracts that are entered into as the result of this award and the firm shall have no claim to any reimbursement for lost work or profits and only have claim for work done until the date of cancellation for convenience.
8. **Alterations to AIA forms-Front end -** The Owner will make available to the successful firm AIA bidding front end and general conditions documents. There will be no modifications made in the AIA documents between the Owner and Architect / Engineer. The Architect / Engineer will be required to make project specific modifications to the front end documents. The firm attests to including the editing and publishing time required for this work at no additional cost to the owner.
9. **Bid Review and Contractor De-scoping-** The firm shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping of the low bidders.
10. **CA Staff time** – Adequate construction administration time shall be included in the fee proposal so that the successful firm can be on site a minimum of two hours weekly, and additionally as needed, to assure that the work progress and quality are adequate as judged by the owner and the AHJ's.
11. **Payment Procedure** – Payments on account of the engineer's basic services shall be made monthly in proportion to services performed so that the compensation shall aggregate to the following percentages at the completion of each phase of work:

A) Schematic Design Phase	10 %
B) Design Development Phase	20 %
C) Construction Documents Phase	40 %
D) Bidding Phase	05 %
E) <u>Construction Administration Phase</u>	<u>25 %</u>
Total	100 %

11. The retainage shall be held in an amount of 5% on all payment applications until the project is complete. Targeted Project Completion is to be by December 15, 2013.

Note: The bid proposal shall include an organizational chart and resumes of all key staff that will be working on the project.

END OF DOCUMENT